

SPECIALIZED TRAINING PROGRAMS/COURSES APPROVED BY THE  
VIRGINIA BOARD FOR  
WATERWORKS AND WASTEWATER WORKS OPERATORS

**GENERAL INFORMATION**

1. The following programs have been specifically approved by the Board For Waterworks and Wastewater Works Operators (Board) to conduct training courses that may be substituted for some of the experience required to qualify to sit for the examination for a waterworks or wastewater works operator license.
2. Board uses the terminology “TC” for training credits as opposed to CEU’s (Continuing Education Units) for the list
3. The titles of the approved courses offered by each sponsor are listed along with the number of Training Credits (TCs) awarded for successful completion of each course.
4. No credit can be given except for courses listed.
5. **Exception:** Courses provided by federal or state agencies, or by institutions, schools and universities approved by the State Council of Higher Education for Virginia, for which continuing education units are awarded, may qualify for TCs without prior Board approval. Those courses may not appear on this list. To receive credit for those courses a detailed hour-by-hour, course schedule and evidence of course completion must be provided with an application.
6. All certificates under the approved program may be used again as substitute for experience for a higher class license.
7. No substitution allowed for experience credit for Class IV and Class V. See Regulation 18 VAC 160-20-90.C.1.c.

Revised: 3/9/2005

## A. HAMPTON ROADS SANITATION DISTRICT APPRENTICESHIP PROGRAM

Operator experience credit may be given for grades of "C" or better for those plant and maintenance operators enrolled in the HRSD apprenticeship program. The Virginia Board has approved the following Training Courses and their Training Credits (TC's).

Courses approved December 10, 1992

	<u>TCs</u>
1. Pumps	1.6
2. Incineration	2.0
3. Wastewater Disinfection	2.0
4. Bearings, Lubrication & Gear Boxes	2.0
5. Introduction to Wastewater Treatment	2.0
6. Solids Thickening & Digestion	2.0
7. Chlorinator, Dechlorination O & M	2.0
8. Activated Sludge	2.1
9. Occupational Safety in the Wastewater Industry	2.1
10. Stream Ecology	2.1
11. Preventative Maintenance	2.1
12. Pumping Systems	2.1
13. Bearings, Lubrication, Piping & Valves	2.1
14. Preliminary Treatment & Odor Control	2.1
15. Primary Treatment and Chemical Addition	2.1
16. Instrumentation & Controls	2.1
17. Mechanical Drives, Seals, & Alignment	2.1
18. Solids, Dewatering, Disposal Utilization	2.1
19. Tertiary Treatment, Trickling Filters, RBC's & Ponds	2.1
20. Sanitary Chemistry	4.0
21. Activated Sludge, II & II	4.2
22. Wastewater Treatment I, II, & III	6.2
23. Wastewater Treatment Math	6.3

Courses approved March 19, 1992

	<u>TCs</u>
24. Valves	2.0
25. Reading Shop Prints & Schematics	2.1
26. Piping Systems	2.1
27. Industrial Waste & Regulations, I and II	4.0
28. Supervisory Management	4.2

**For more information please contact:**

Mardane McLemore  
P. O. Box 5000  
Virginia Beach, VA 23455  
Telephone: (757) 460-2261

**B. VIRGINIA RURAL WATER ASSOCIATION**

Course approved June 15-16, 1993

- |                    |            |
|--------------------|------------|
|                    | <u>TCs</u> |
| 1. Clean Water Act | 0.6        |

Courses approved July 21, 1993

- |   |            |
|---|------------|
|   | <u>TCs</u> |
| 2. Wastewater Works Licensing Examination Preparation | 0.5        |
| 3. Safe Drinking Water                                | 0.5        |

Courses approved September 23, 1993

- |  |            |
|--|------------|
|  | <u>TCs</u> |
| 4. Gas Chlorination Operation, Management & Repair | 0.5        |
| 5. Corrosion Control & Lead and Copper Rule        | 0.5        |

Courses approved July 20, 1994

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|--|------------|
|  | <u>TCs</u> |
| 6. Waterworks Operator Licensing Examination Preparation | 0.4        |
| 7. Cross-Connection & Backflow Prevention                | 0.6        |

Course approved October 5, 1995

- |  |            |
|--|------------|
|  | <u>TCs</u> |
| 8. Steel Storage Tank Inspection & Maintenance | 0.5        |

Course approved January 8, 1998

- |   |            |
|---|------------|
|   | <u>TCs</u> |
| 9. Collection of Drinking Water Samples | 0.3        |

Course approved June 15, 2000

- |  |            |
|--|------------|
|  | <u>TCs</u> |
| 10. Establishing a Preventive Maintenance Management Program | 0.3        |

**For more information please contact:** Rural Water Association  
Ken Coffman  
Telephone: (540) 261-7178

## C. VPI WATER WORKS/WASTEWATER WORKS OPERATORS SHORT SCHOOL

Courses approved July 21, 1993

	<u>TCs</u>
1. ~ Introduction to Small Water Systems (Year One)	3.0
2. ~ Introduction to Water Surface Supply (Year One)	3.0
3. ~ Advanced Water Supply Operations (Year Three)	3.0
4. * Introduction to Wastewater Treatment (I)	3.0
5. * Wastewater Treatment Plant Operation (II)	3.0
6. * Wastewater Treatment Troubleshooting (III)	3.0
7. ^ Water Treatment I (Introduction)	3.0
8. ^ Water Treatment II (Intermediate)	3.0
9. ^ Water Treatment III (Advanced)	3.0

Course approved April 16, 1998

	<u>TCs</u>
10. ^ Fundamentals & Recent Developments in Water Treatment	2.4

~ *Indicates training program sponsored by Dept. of Health*

\* *Indicates training program is sponsored by Department of Environmental Quality (DEQ) in conjunction with VPI Short School.*

^ *Indicates training program sponsored by Dept. of Health in conjunction with VPI Short School*

### For more information please contact:

Mark Anderson  
Virginia Department of Health  
1500 East Main Street, room 109  
Richmond, VA 23219  
Telephone: (804) 864-7514

### OR

John W. Vanderland, Program Manager  
Operator Training & Assistance  
Water Division  
Department of Environmental Quality  
629 East Main Street  
Richmond, VA 23219  
Telephone: (804) 698-4092

**D. DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)**

(Formerly Virginia State Water Control Board)

	<u>TCs</u>
1. Wastewater Operator Correspondence Course	4.0
2. Operator In-Service Training	0.5
3. Basic Wastewater Licensure Review	2.3
4. Advanced Wastewater Licensure Review	2.3
5. Activated Sludge Process Control, Part I	2.0

Courses approved January 5, 1995

	<u>TCs</u>
6. D.O. & Biochemical Oxygen Demand Workshop	1.0
7. Total Residual Chlorine & Ph Workshop	1.0

Course approved October 5, 1995

	<u>TCs</u>
8. Wastewater Sampling & Testing, Ammonia & TKN Workshop	1.0

Course approved July 11, 1996

	<u>TCs</u>
9. Total & Volatile Suspended Solids Workshop	0.5

Course approved October 3, 1996

	<u>TCs</u>
10. Chemical Oxygen Demand Workshop	0.5

Course approved April 9, 1998

	<u>TCs</u>
11. Wastewater Sampling & Testing: Ammonia Nitrogen	0.5

Course approved April 15, 1999

	<u>TCs</u>
12. Sampling & Testing for Small Wastewater Treatment Plants	1.0

Course approved June 24, 1999

	<u>TCs</u>
13. Wastewater Sampling & Testing Nitrate & Nitrite Nitrogen	1.0

Course approved June 22, 2004

TCs

14. Activated Sludge Process Control, Part 2	2.0
Course approved June 22, 2004	
Course approved September 9, 2003	
15. Package Plant Operation	<u>TCs</u> 1.3
16. VPDES Permit Recordkeeping and Reporting	<u>TCs</u> 0.35
Course approved June 15, 2005	
17. Introduction to Biological Nutrient Removal	<u>TCs</u> 1.2
Course approved September 13, 2006	
18. Basic Lab Skills	<u>TCs</u> 1.0
Course approved March 7, 2007	

**For more information please contact:**

John W. Vanderland, Program Manager  
Operator Training & Assistance Program  
9<sup>th</sup> Floor  
Department of Environmental Quality  
P. O. Box 10009  
Richmond, VA 23240-0009  
Telephone: (804) 698-4092  
E-mail: jwvanderla@deq.state.va.us

**E. JOHN TYLER COMMUNITY COLLEGE**

Course approved September 23, 1993	
1. Small Water Systems Operations (Applicable for Classes III, IV, V)	<u>TCs</u> 4.0
Course approved July 20, 1994	
2. Drinking Water Bacteriological Laboratory Workshop	<u>TCs</u> 2.0

**For more information please contact:** Greg Longacre  
 Director of Continuing Education  
 13101 Jefferson Davis Highway  
 Chester, VA 23831  
 Telephone: (804) 796-4111

## **F. MICHIGAN STATE UNIVERSITY (MSU)**

Courses approved September 23, 1993

	<u>TCs</u>
1. Maintenance Management in Water and Wastewater Field	3.0
2. Supervisory Management in Water and Wastewater Field	3.0

**For more information please contact:** Virgil Langworthy  
 Michigan State University  
 East Lansing, MI 48824-1047  
 Telephone: (517) 321-6074

## **G. CENTRAL CAROLINA TECHNICAL COLLEGE/ENVIRONMENTAL TRAINING CENTER**

Courses approved February 9, 1994

	<u>TCs</u>
1. Mechanical Maintenance for Water/Wastewater Operators	2.0
2. Pump Operation and Maintenance	2.0
3. Industrial Waste Treatment	1.9
Courses approved February 9, 1994 (continued)	
4. Basic Gas & Hypochlorite Chlorination	0.6
5. Testing Quality of Water Using Colilert Method	0.6
6. Coagulant Dosage Determination	0.6
7. Ground Water Treatment Systems Operators	2.0
8. Wastewater Collection Systems Short School (levels D, C, B, and A)	2.0
9. Chlorination Workshop for Water/Wastewater Treatment Plant Operators	0.6
10. Backflow Testers and Repair Course	1.9
11. Activated Sludge Microbiology	0.6
12. Activated Sludge Process Control	0.6
13. Activated Sludge Process Control	1.6
14. Basic Laboratory Skills Course	1.9
15. Troubleshooting O & M in Water Tmt. Plants	2.0
16. Troubleshooting O & M in Wastewater Tmt. Plants	2.0
17. Package Treatment Plant Operations for Wastewater	2.0
18. Advanced Water Treatment Course	2.0

19. Mathematics for "Trainee", "D" and "C" Certified Wastewater Treatment Plant Operators	1.7
20. Mathematics for "Trainee", "D" and "C" Certified Water Treatment Plant Operators	1.7
21. Maint. Mgmt. for Water/Wastewater Tmt. Plant Operators	2.0
22. Technical Supervision and Management	2.0
23. Analytical Quality Control	1.8
24. Wastewater Stabilization Lagoons (Ponds)	2.0
25. Cross Connection Control Training and Certification Course	1.4
26. Water Quality Laboratory Course	2.0
27. Sludge Management	1.3
28. Intermediate Laboratory Analysis Course	2.0
29. Laboratory Parameters Course	2.0
30. Water Distribution Systems Operation and Maintenance Short School (For levels D, C, B, and A)	2.0
31. Biological Wastewater Treatment Operators Short School (Level D/Level C/Level B/Level A)	2.0
32. Water Treatment Plant Operators Short School (Level D/Level C/Level B/Level A) Courses approved February 9, 1994	2.0
33. Physical/Chemical Wastewater Treatment Plant Operators Short School (Level D/Level C/Level B/Level A)	2.0

**For more information please contact:** Cleta Q. Smith  
 SC Environmental Training Center  
 Central Carolina Technical College  
 506 N. Guignard Drive  
 Sumter, SC 29150  
 Telephone: (803) 778-6656

## H. CALIFORNIA STATE UNIVERSITY (SACRAMENTO) COURSES

TITLE	Maximum Allowable Substitution			
	Class IV	Class III	Class II	Class I
Approved April 4, 1996:				
1. Operation of Wastewater Treatment Plants, Vol. II		4	2	1
2. Advanced Waste Treatment		2	3	4
3. Industrial Wastes, Volume I		1	2	4
4. Industrial Wastes, Volume II		1	2	4
5. Treatment of Metal Wastestreams		0	1	2
6. Pretreatment Facility Inspection		0	0	0



7. Operation & Maint. of Wastewater Collection Systems, Vol. I		2	0	0
8. Operation & Maint. of Wastewater Collection Systems, Vol.II		2	1	0
9. Water Treatment Plant Operation, Volume I		4	2	1
10. Water Treatment Plant Operation, Volume II		4	2	1
11. Small Water System Operation and Maintenance		2	0	0
12. Water Distribution system Operation and Maintenance		2	1	0
13. Operation of Wastewater Treatment Plants, Vol. I		4	2	1
Approved June 21, 2006				
14. Small Water Systems – WAT702A- Water Sources and Treatment*		0.4		
15. Small Water Systems – WAT702B – Wells*		0.4		
16. Small Water Systems – WAT702C – Small Water Treatment Plants*		0.4		
17. Small Water Systems – WAT702D – Disinfection*		0.4		
18. Small Water Systems – WAT702E – Water Rates/Safety*		0.4		
19. Small Water Systems – WAT702F – Laboratory*		0.4		
20. Small Water Systems Video Information Series*		1.2	0.6	
21. CE28A – Water Treatment Plant Operation I**		4	2	1
22. CE28B – Water Treatment Plant Operation II**		4	2	1
23. CE29 – Small Water System Operation and Maintenance**		2	0	0
24. Water Systems Operation and Maintenance Video Training Series		2.0	1.0	0
25. Small Wastewater System Operation and Maintenance, Volume I		2.0	2.0	2.0
26. Small Wastewater System Operation and Maintenance, Volume II		2.0	2.0	2.0
27. Utility Management		0.1	0.1	0.1
28. Manage for Success: Effective Utility Leadership Practices		1.7	1.7	1.7

**\* These six courses are World Wide Web versions of the components of “Small Water System Operation and Maintenance” (number 11 above) and completion of all six earns a total of 2.4 TCs. As these six courses cover the same material as number 11, any person completing both courses will be granted TCs for only one of the two courses.**

**\*\* These three courses are versions of numbers 9, 10 and 11 above with an available on-line examination. Any person submitting a “Water Treatment Plant Operation Specialist Certificate Program” certificate indicating the completion of all three courses shall be eligible for the TCs earned in each course.**

**For more information please contact:**

Mark P. Mooshian  
Assistant Director  
California State University, Sacramento  
Office of Water Programs  
6006 J Street  
Sacramento, CA 95819-6025  
Telephone: (919) 278-6142  
Fax: (916) 278-5959  
E-mail: [wateroffice@csus.edu](mailto:wateroffice@csus.edu)  
Website: [www.owp.csus.edu](http://www.owp.csus.edu)

**I. TYSON FOODS, INC.**

Course approved February 9, 1994

1. Industrial Pretreatment

TCs  
2.9

**For more information please contact:**

Herb Suggs  
2210 Oaklawn  
P. O. Box 2020  
Springdale, AR 72765  
Telephone: (417) 235-3104

**J. TECHNICAL ASSOCIATION OF THE PULP AND PAPER  
INDUSTRY - TAPPI**

Course approved February 9, 1994

1. Activated Sludge Plant Operations

TCs  
1.4

Course approved July 20, 1994

2. Activated Sludge Short Course

TCs  
0.6

**For more information please contact:**

Karen Ventri  
15 Technology Parkway  
Norcross, GA 30092  
Telephone: (404) 446-1400

**K. SPOTSYLVANIA VOCATIONAL CENTER**

Courses approved October 6, 1994

	<u>TCs</u>
1. Basic Waterworks Operator's License Review	2.3
2. Advanced Waterworks Operator's License Review	2.3

**For more information please contact:** Lee Browning  
Apprenticeship Coordinator/  
Assistant Principal  
6713 Smith Station Road  
Spotsylvania, VA 22553  
Telephone: (703) 891-1784

**L. AWWA-VIRGINIA SECTION-AWWA**

Course approved April 6, 1995

	<u>TCs</u>
1. Fire Hydrant & Water Main Maintenance	0.75

**For more information please contact:** Ms. Sherry L. Williams  
AWWA-Virginia Section-AWWA  
Lynchburg, Virginia  
Telephone: (804) 867-9171

**M. VIRGINIA DEPARTMENT OF HEALTH-LEXINGTON  
ENVIRONMENTAL, HEALTH ENGINEERING FIELD OFFICE**

Course approved April 6, 1995

	<u>TCs</u>
1. Water Storage Tank Management Seminar	0.5

**For more information please contact:** Mr. Dough Caldwell  
Virginia Department of Health  
Lexington Environmental Health  
1311 Walker Street  
Lexington, VA 24450  
Telephone: (703) 463-3892

**N. INDIANA STATE UNIVERSITY  
OFFICE OF INDEPENDENT (CORRESPONDENCE) STUDY**

Courses approved April 4, 1996

Supervision and Management for Working Professional, Courses I and II

	<u>TCs</u>
1. Class III	0.3
2. Class II	0.75
3. Class I	1.2

**For more information please contact:** S. R. Wiersteiner, Ph.D.  
Indiana State University  
Office of Independent (Correspondence) Study  
Terre Haute, Indiana 47809

**O. LEWIS & ZIMMERMAN ASSOCIATES, INC.**

Course approved October 9, 1997

	<u>TCs</u>
1. Wastewater Training Program	8.0

**For more information please contact:** April Marshall  
6110 Executive Boulevard, Suite 512  
Rockville, MD 20852  
Telephone: (301) 984-9590

**P. VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

Course approved November 4, 1997

	<u>TCs</u>
1. Water/Wastewater Treatment Computations	2.0

**For more information please contact:** Richard Hutton  
Virginia Highlands Community College  
140 Jonesboro Road  
Abingdon, VA 24210  
Telephone: (540) 628-6094, Ext. 252

**Q. WATER POLLUTION BIOLOGY**

Course approved October 29, 1998

	<u>TCs</u>
1. A Correspondence Course in Wastewater Microbiology: Nitrification in the Activated Sludge Process	1

**For more information please contact:** Michael H. Gerardi  
Water Pollution Biology  
4164 U.S. Route 220  
Linden, PA 17744  
Telephone: (717) 398-7260

**R. OPERATOR CERTIFICATION TRAINING, INC.**

Courses approved October 29, 1998

	<u>TCs</u>
1. Water Treatment Technology Review: Groundwater and Surface Water Plant Operations	0.65
2. Mathematics for Water Plant Operators Workshop, Grades I-III	1.30
3. Disinfection of Public Water Supplies Workshop	0.65

**For more information please contact:** Katie L. Lewis  
Administrator  
Operator CERTIFICATION Training, Inc.  
180 West Clarendon Street  
Gladstone, OR 97027  
Telephone: (503) 650-2410

**S. FABL ENVIRONMENTAL REGULATORY SPECIALISTS, INC.**

Courses approved October 29, 1999

	<u>TCs</u>
1. Wastewater Clarifications, BOD <sub>5</sub>	1.00
2. Wastewater Clarifications, TSS	0.50
3. Wonderful World of Widgets, Materials Flow Balance Exercise	1.00

**For more information please contact:** Regina B. Meehan, President  
1102 Roe Ford Road  
Greenville, SC 29617  
Telephone: (864) 246-6668  
Web Site: [www.environmental-training.com](http://www.environmental-training.com)

**T. WATER ENVIRONMENT FEDERATION**

Courses approved June 15, 2000

	<u>TCs</u>
1. Operations Training/Pumps Operation and Maintenance	2.00
2. Operations Training/Wastewater Treatment	4.00

Course approved September 21, 2000

	<u>TC's</u>
3. Operations Training/Activated Sludge/Process Control	2.00

Course approved March 21, 2002

	<u>TC's</u>
4. Operations Training/ Solids Handling	1.50

**For more information please contact:**

Eileen J. O'Neill, Ph.D.  
 Assistant Deputy Director, Technical  
 601 Wythe Street  
 Alexandria, VA 22314  
 Telephone: (703) 684-2400

**U. DAVID H. PAUL, INC.**

Courses approved December 21, 2000

Correspondence Study Courses. (Refer To Chart Below)

Course No.	Course Title	Class VI	Class V	Class IV	Class III	Class II	Class I
INWT 145	Math, Chemistry, Biology	2.0	2.0	1.0	1.0	0	0
INWT 146	Reverse Osmosis	2.0	2.0	2.0	2.0	1.0	1.0
INWT 147	R O Troubleshooting	2.0	2.0	2.0	2.0	1.0	0.5
INWT 160	High Purity Water from Ion Exchange	2.0	2.0	1.0	1.0	0	0
INWT 161	Ion Exchange Operation	2.0	2.0	1.0	1.0	1.0	1.0
INWT 162	Maintaining High Purity	2.0	2.0	0	0	0	0
INWT 255	Pretreatment Troubleshooting	2.0	2.0	1.5	1.5	0.5	0.5
INWT 256	Scaling and Fouling Troubleshooting	2.0	2.0	2.0	2.0	1.5	1.5
INWT 257	Advanced R O Monitoring/Cleaning	2.0	2.0	2.0	2.0	1.5	1.5
INWT 270	Feedwater & Pretreatment	2.0	2.0	1.0	1.0	0	0
INWT 271	Ion Exchange Troubleshooting	2.0	2.0	2.0	2.0	1.5	1.0
INWT 272	Post Ion Exchange	2.0	2.0	1.5	1.5	0.5	0.5

**For more information please contact:**

Shawntay Wolfe-Martinez  
 David H. Paul, Inc.  
 1206 East 20<sup>th</sup>  
 Farmington, NM 87499  
 Telephone: (505) 326-3431

**V. WATER POLLUTION BIOLOGY**

Course approved March 22, 2001

1. Wastewater Microbiology

TC's  
0.4

**For more information please contact:**

Michael H. Gerardi  
Wastewater Biologist  
196 Hemlock Lane  
Linden, PA 17744  
Telephone: (570) 398-7260

**W. MARYLAND CENTER FOR ENVIRONMENTAL TRAINING**

Course approved March 11, 2003

1. Electrical Troubleshooting

TC's  
0.7

**For more information please contact:**

Karen Brandt  
8730 Mitchell Road  
La Plata, MD 20646  
Telephone: (301) 934-7500

**X. WATER ENVIRONMENT FEDERATION**

Course approved March 21, 2002

1. Operations Training/Solids Handling

TC's  
1.5

**For more information please contact:**

Steven Wisdom  
601 Wythe Street  
Alexandria, VA 22314-1994  
Telephone: (703) 684-2400

## Y. PENN STATE UNIVERSITY CONFERENCES AND INSTITUTES

Course approved December 13, 2001

	<u>TC's</u>
1. Activated Sludge	0.6

Courses approved June 20, 2002

	<u>TC's</u>
2. Settleability Problems and Loss of Solids	0.3
3. BOD and Metabolism	0.3
4. Nitrification	0.3
5. Denitrification	0.3

**For more information please contact:** Jeanne Fudrow  
118 Keller Building  
University Park, PA 16802  
Telephone: (814) 863-6106

## Z. ALEXANDRIA SANITATION AUTHORITY

Courses approved June 20, 2002

	<u>TC's</u>
1. Biological Nutrient Removal (BNR) Overview	0.3
2. BNR and Methanol	0.3
3. Process Air	0.3
4. SSTS, RAS, and WAS Systems	0.3
5. Primary Effluent Pumping	0.3
6. Solids Overview	0.3
7. Centrifuge Thickening	0.3
8. Filtration System	0.3

**For more information please contact:** Jerry Barrett  
1500 Eisenhower Avenue  
Alexandria, Virginia 22314  
Telephone: (703) 549-3381

## AA. CONTROL EQUIPMENT COMPANY

Courses approved September 19, 2002

	<u>TC's</u>
1. Sodium Hypochlorite Disinfection	0.4
2. UV Disinfection	0.4



**For more information please contact:**

Dennis R. Wanless  
1019 Campbell Avenue SE  
Roanoke, Virginia 24013  
Telephone: 800-572-3220 or 434-973-5111

**BB. PETER L. LaMONTAGNE**

Courses approved March 8, 2004

1. Cost Effective Centrifugation

TC's  
0.6

**For more information please contact:**

Peter L. LaMontagne, PE  
190 North Tamenend Avenue  
New Britain, PA 18901  
Telephone: 215-348-7879

**CC. MILLENENIUM SCIENCE & ENGINEERING, INC.**

Courses approved March 9, 2004

1. Introduction to PLCs

TC's  
0.5

**For more information please contact:**

Ajit Louis, Training Coordinator  
Millennium Science & Engineering, Inc.  
1364 Beverly Road, Suite 302  
McLean, VA 22101  
Telephone: 703-734-1090